



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**Division Memorandum**

No. 14 s. 2026

**ENCODING OF HUMAN RESOURCE INFORMATION SYSTEM (HRIS)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Information Technology Officer  
 School Heads/OIC of Public Elementary and Secondary Schools

1. In line with the requirements of the **Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)** Level II Accreditation, this initiative aims to ensure the accurate selection and hiring of competent and qualified applicants, in accordance with established merit and fitness principles.
2. To facilitate the fast and timely completion of the system, this Office requests the assistance of Administrative Officers in the field in encoding the necessary information required by the system.
3. The following is the schedule of encoding of the HRIS at SDO Library:

Name	Position	School	Date
Oiner Rafanan	Administrative Officer II	Raois ES	April 6-7, 2026
Neil Onemig Purisima	Administrative Officer II	Nagsangalan ES	April 6-7, 2026
Charmaine Alinio	Administrative Officer II	Rugusunan-Puroc ES	April 8-9, 2026
Jessa Mae Andres	Administrative Officer II	Cabaroan-Cabalangangan ES	April 8-9, 2026
Reginal Quario	Administrative Officer II	Camanggaan ES	April 10 & 13, 2026
Katrine Anne Arce	Administrative Officer II	San Julian ES	April 10 & 13, 2026
Lailanie Rabbon Jomar Saem	Administrative Officer II	Vigan National High School East	April 14-15, 2026
Dennis Aguimbag	Administrative Officer II	Capangpangan ES	April 16-17, 2026



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Naira Segui	Administrative Officer II	Burgos Memorial School East	April 2026	16-17,
Gloaida Reclusado	Administrative Officer II	Jose Singson ES	April 2026	20-21,
Mark Jason Raboy	Administrative Officer II	Pantay Integrated School	April 2026	20-21,
Nicole Gascon	Administrative Officer II	Tamag ES	April 2026	22-23,
Ma. Angelica Taberna	Administrative Officer II	Ayusan-Paoa ES	April 2026	22-23,
Grace Formoso	Administrative Officer II	Mindoro ES	April 2026	24 & 27,
Ma. Emely Cristina Pandoro	Administrative Officer II	GESMES	April 2026	24 & 27,
Genius Asper	Administrative Officer II	SPBES	April 2026	28-29,
Jessica Rigos	Administrative Officer II	Bulala-Paratong ES	April 2026	28-29,
Janine Austine Rafanan	Administrative Officer II	Vigan National High School Wset	April 2026	30 & May 4,
Kyrstel Elaine Marie Catura	Administrative Officer II	Burgos Memorial School West	April 2026	30, May 4-5,
Gemmelyn Lampote	Administrative Officer II	Vigan Central School	May 2026	5-8,
Mark Allen Sinogo One additional staff	Administrative Officer IV	Ilocos Sur National High School	May 2026	6-22,
Carlo Jigg Portugal Jayson Domingo	Administrative Aide VI	SDO	May 2026	23-30,

4. There will be an orientation on how to use the HRIS to be facilitated by the HRMO, SEPS-HRD and ITO on March 27, 2026, at SDO Conference Hall.
5. This Memorandum serves as their **Locator Slip**.
6. Wide and immediate dissemination of this memorandum is desired.

SCHOOLS DIVISION OFFICE  
 DEPED VIGAN CITY  
 24 FEB 2026  
**RELEASED**  
 BY:

**VILMA D. EDA CESOV**  
 Schools Division Superintendent



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